

# IBEW LOCAL 191 VACATION FORM

NAME: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_

TODAYS DATE: \_\_\_\_\_

VACATION START DATE: \_\_\_\_\_

VACATION END DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## **Vacation (as per Vacation in the referral procedure)**

Anyone can be tagged out for vacation (in one week increments) without receiving check mark(s). You must complete the Vacation information form and submit it to the Everett office. Starting and ending dates must be done in writing after dispatch. It is the applicant's responsibility to complete the proper form and return it to the Everett office. Vacation start dates will take effect after dispatch and return dates will be effective 8 A.M. on the return day.